

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Pamphlet 25-32

30 June 2001

Information Management

Distribution Formula

Applicability. This pamphlet applies to the United States Army Alaska (USARAK) and all other activities, organizations, and agencies located at Fort Richardson, Fort Wainwright, and Fort Greely.

Supplementation. Supplementation of this pamphlet is prohibited without prior approval from the Directorate of Information Management, Administrative Services Division, Command Postal Officer, Attention: APVR-RIM-ASD-P.

Interim changes. Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested improvements. This pamphlet's proponent agency is the Directorate of Information Management, Administrative Services Division, Command Postal Officer. The Command Postal Officer invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RIM-ASD-P.

1. Purpose

This pamphlet establishes the standard distribution formula for USARAK administrative publications and correspondence.

2. References

a. Related publications. Related publications are merely sources of additional information. The user does not have to read them to understand this pamphlet.

(1) Army Regulation (AR) 25-50 (Preparing and Managing Correspondence).

(2) AR 25-51 (Official Mail and Distribution Management).

(3) United States Army Pacific Command Pamphlet 25-32 (Distribution Formula).

b. Referenced form. DA Form 2028 (Recommended Changes to Publications and Blank Forms) is a referenced form. It is cited in the suggested improvements statement.

3. Explanation of abbreviations

a. AKRFC..... Alaska Regional Flight Center

b. app..... appendix

c. AR Army Regulation

d. AVIM Aviation Intermediate Maintenance

*This pamphlet supersedes United States Army Alaska Pamphlet 25-32, dated 31 May 1999.

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- e. CID..... Criminal Investigation Detachment
- f. DA..... Department of the Army
- g. FGA Fort Greely, Alaska
- h. FRA..... Fort Richardson, Alaska
- i. FWA..... Fort Wainwright, Alaska
- j. MEPS..... Military Entrance Processing Station
- k. USARAK United States Army Alaska

4. Responsibilities

a. The Director of Information Management is responsible for distribution management and control of the number of publications issued by USARAK.

b. The commander of each unit and chief/director of each activity is responsible for redistribution of correspondence to units/offices under their jurisdiction.

5. Distribution formula

Categories and symbols used are as follows (see app A for more detailed information):

a. DISTRIBUTION A goes down to company/detachment level for all three posts. This distribution formula may be modified to reflect distribution to one post only as follows:

(1) DISTRIBUTION A (FRA) goes down to company/detachment level for Fort Richardson only.

(2) DISTRIBUTION A (FWA) goes down to company/detachment level for Fort Wainwright only.

(3) DISTRIBUTION A (FGA) goes down to company/detachment level for Fort Greely only.

b. DISTRIBUTION B goes down to battalion or equivalent level (command group, general and special staffs, brigade, battalions, separate companies, and directorates). This distribution formula can also be modified as shown in paragraphs a(1), a(2), or a(3) above.

c. DISTRIBUTION C goes down to all USARAK units to company level (only units assigned or attached to USARAK). This distribution formula can also be modified as shown in paragraphs a(1), a(2), or a(3) above.

d. DISTRIBUTION D goes down to the USARAK staff and garrison staff only (command group, general and special staffs, and directorates). This distribution formula can also be modified as shown in paragraphs a(1), a(2), or a(3) above.

e. DISTRIBUTION E is for special distributions that are not covered by other formulas. Proponents desiring distribution under this formula must submit a distribution list to the Directorate of Information Management, Mail and Distribution Branch, at Fort Richardson, Fort Wainwright, and Fort Greely. Your distribution list will be kept on file and used for your special distribution. These distribution lists must be updated at least annually.

6. Other distribution requirements

a. Classified publications. Classified publications will not be distributed by standard distribution formulas. The exact distribution required will be indicated as shown in figure 1.

<p>DISTRIBUTION: 2 - APVR-RASB-CO 3 - APVR-RIG</p>
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Figure 1. Classified distribution

b. Formula modifications. Any distribution formula can be modified for one post only as described in paragraph 4. Any distribution formula may also be modified to increase or decrease the number of copies for activities listed. Samples are shown in figures 2 and 3. Use the word "plus" or "less," as appropriate.

<p>DISTRIBUTION: A (Less APVR-RIG and APVR-RJA) Plus 10 - APVR-RIM-ASD-PB 5 - MOS Library</p>

Figure 2. Distribution A using "Less" and "Plus"

<p>DISTRIBUTION: A Plus 1 - Commander, United States Army Pacific Command, Attention: APIM-OIR, Fort Shafter, Hawaii 96858-5100 1 - Director, Military Traffic Management Command Office-Alaska, 31-270 Acacia Drive Elmendorf Air Force Base, Alaska 99506-3575</p>
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Figure 3. Distribution A using "plus" only

FOR THE COMMANDER:

OFFICIAL:

//Original Signed//
DONNA L.WILLIAMS
LTC, SC
Director of Information Management

RICHARD C. NICKERSON
COL, GS
Chief of Staff

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DISTRIBUTION:

A Plus

100 - APVR-RIM-ASD-MD

25 - APVR-RIM-ASD-PB

5 - MOS Library (Building 658, Fort Richardson)

5 - MOS Library (Army Education Center, Building 621-10, Fort Wainwright)

3 - APVR-RIM-ASD-WB

1 - APVR-GPA-AE (MOS Library, Assistant Directorate of Community Activities, Education Branch,
Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR, Fort Shafter,
Hawaii 96858-5100

Appendix A
Distribution Formula Breakdown

Table A-1 Fort Richardson distribution breakdown				
Unit/Activity	A	B	C	D
Commanding General, Command Sergeant Major, Chief of Staff, Secretary of the General Staff, Protocol	3	3	3	3
Staff Judge Advocate	1	1	1	1
Inspector General	1	1	—	1
Internal Review and Audit Compliance Office	1	1	—	1
Public Affairs Office	1	1	—	1
Garrison Commander	3	3	3	3
Post Commander, Command Sergeant Major	2	2	2	2
Post Services	1	—	—	—
Noncommissioned Officer Academy	1	—	—	—
Headquarters Company, United States Army Garrison	8	4	—	1
Law Enforcement Command	4	4	2	1
Adjutant General	1	1	—	1
Retirement Services	1	1	—	1
Equal Opportunity Office	1	1	1	1
Civilian Personnel Operations Center	1	1	—	1
Civilian Personnel Advisory Center	1	1	—	1
Directorate of Contracting	2	2	—	1
Directorate of Logistics	12	9	—	1
Directorate of Community Activities	20	6	—	1
Education Center	2	1	—	—
Directorate of Plans, Training, Security, and Mobilization	7	7	—	1
Directorate of Public Works	1	1	—	1
Directorate of Resource Management	2	2	—	1
Equal Employment Opportunity Office	3	3	3	3
Command Staff Chaplain	1	1	—	1
USARAK Safety Office	1	1	1	1
Post Safety Office	1	1	1	1
1st Battalion-501st Parachute Infantry Regiment	5	5	5	5
3d Platoon, 562d Engineer Battalion	1	1	1	1
21st Signal Company	4	2	2	—
D Company, 172d Support Battalion	1	1	1	1
Military Intelligence Detachment, 572d Military Intelligence Company	4	1	1	—
Special Troops Battalion	8	4	—	1
C Battery, 4/11th Field Artillery Regiment	5	5	5	5
C Company, 84th Engineer Battalion	4	—	1	—
95th Chemical Company	1	1	1	1
98th Maintenance Company	1	1	1	1
267th Finance Support Battalion	3	2	4	1
716th Ordnance Detachment	4	—	4	—
Detachment 2, 203d Personnel Support Battalion	4	4	—	—
Alaska Regional Flight Center (AKRFC)	1	—	1	—
USARAK Deputy Chief of Staff for Information Management	17	2	—	1

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Table A-1				
Fort Richardson distribution breakdown—Continued				
Unit/Activity	A	B	C	D
Administrative Services Division	1	1	—	—
Publications and Blank Forms Stockroom	1	1	—	—
1102d Garrison Support Unit	2	1	—	—
B Company, 411th Engineer Battalion	2	1	—	—
1984th United States Army Reserve Hospital	2	—	—	—
Alaska National Guard	4	—	—	—
American Red Cross (Elmendorf Air Force Base)	1	1	—	—
Anchorage Military Entrance Processing Station (MEPS)	1	—	—	—
Commissary	1	—	—	—
Criminal Investigation Detachment (CID)	1	—	—	—
United States Army Engineer District	1	1	—	—
Logistics Assistance Office—Alaska	1	—	—	—
Post Exchange	1	—	—	—
Senior Army Advisor (196th Infantry Brigade—Alaska)	1	—	—	—
United States Army Dental Activity-Alaska (Dental Clinic)	1	1	—	1
United States Army Medical Detachment (Troop Medical Clinic)	10	10	—	—
United States Army Alaska District Veterinary Command (Veterinary Service Branch)	1	1	—	—
J1 Alaskan Command (Elmendorf Air Force Base)	1	1	1	1
J2 Alaskan Command (Elmendorf Air Force Base)	1	1	1	1
J30 Alaskan Command (Elmendorf Air Force Base)	1	1	1	1
J32 Alaskan Command (Elmendorf Air Force Base)	1	1	1	1
J60 Alaskan Command (Elmendorf Air Force Base)	2	2	2	2
Military Sealift Command (Elmendorf Air Force Base)	1	—	—	—
Military Traffic Movement Command (Elmendorf Air Force Base)	1	—	—	—
Naval Reserve Center	1	1	—	—
United States Coast Guard Electronic Support Unit Detachment	1	1	—	—
File copy	1	1	1	1
Return copy	1	1	1	1
Fort Richardson Totals	190	116	52	57

Table A-2				
Fort Wainwright distribution breakdown				
Unit/Activity	A	B	C	D
Post Commander, Command Sergeant Major, Protocol	2	2	—	1
Transition Assistance Office	1	—	—	—
Post Services	1	—	—	—
Post Chaplain	1	1	1	—
Headquarters Company, United States Army Garrison	1	—	1	—
Equal Opportunity Office	1	—	—	—
Staff Judge Advocate	8	3	8	1
Public Affairs Office	1	1	1	1
Inspector General	1	1	1	1
Post Reenlistment	1	1	—	1
Assistant Directorate of Logistics	5	5	—	1

Table A-2
Fort Wainwright distribution breakdown—Continued

Unit/Activity	A	B	C	D
Assistant Directorate of Community Activities	10	5	—	1
Assistant Directorate of Plans, Training, Security, and Mobilization	1	1	—	1
USARAK Aviation Officer	1	1	—	—
Equal Employment Opportunity	1	1	1	1
Assistant Directorate of Resource Management	1	1	—	1
Civilian Personnel Advisory Center	1	1	—	1
Directorate of Public Works	7	1	—	1
Assistant Directorate of Contracting	1	1	—	1
Post Safety	1	1	1	1
4/123d Aviation Battalion	10	5	10	1
23d Aviation Intermediate Maintenance (AVIM) Detachment	4	1	4	—
68th Medical Company	4	1	4	4
864th Engineer Battalion	4	1	4	—
Detachment 1, 98th Maintenance	4	1	4	—
203d Personnel Service Battalion	8	4	8	1
B Detachment, 267th Finance Support Battalion	4	1	4	—
Provost Marshal, Military Police Company	4	1	4	—
USARAK Band	4	2	4	—
172d Infantry Brigade (Separate)	16	9	4	—
1st Battalion, 17th Infantry	16	9	4	—
2d Battalion, 1st Infantry	16	11	4	—
4/11th Field Artillery Regiment	7	3	1	—
562d Engineer Battalion	10	3	2	—
172d Support Battalion	10	10	10	10
2d Test, Measurement, Diagnostic, and Electronic	1	1	1	—
Headquarters and Headquarters Company, 172d Infantry Brigade (Separate)/E/1st Cavalry Regiment/572d Military Intelligence Company	9	9	1	—
Brigade Materiel Management Center	1	—	—	—
507th Signal Company (59th Signal Battalion)	2	2	—	—
1984th United States Army Reserve Hospital	1	1	—	—
American Red Cross	1	1	—	—
Brigade Surgeon	1	1	1	1
Bureau of Land Management	1	1	—	—
Cold Regions Research and Engineering Laboratory	1	1	—	—
Cold Regions Test Center	1	1	—	—
Commissary	1	1	—	—
Criminal Investigation Detachment (CID)	1	1	1	1
Defense Reutilization and Marketing Office	1	1	—	—
411th Engineer Battalion	1	1	—	—
Northern Warfare Training Center	4	1	—	1
Post Exchange	1	1	—	—
United States Army Materiel Command Logistics Assistance Representative	1	—	—	—
Logistics Assistance Office	1	1	—	—
Aviation Troop Command	1	—	—	—
3d Air Support Operations Squadron	1	—	—	—
Reserve Officers' Training Corps Detachment	1	1	—	—
Defense Military Pay Office	1	—	—	—

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Table A-2 Fort Wainwright distribution breakdown—Continued				
Unit/Activity	A	B	C	D
Resident Engineer, United States Army Engineer District	1	—	—	—
United States Army Dental Activity-Alaska	6	3	—	—
United States Army Medical Department Activity-Alaska	20	10	—	—
United States Army Alaska District Veterinary Command	1	—	—	—
Fort Wainwright Totals	230	128	89	33

Table A-3 Fort Greely distribution breakdown				
Unit/Activity	A	B	C	D
Post Commander, Command Sergeant Major	2	2	—	2
Headquarters Company, United States Army Garrison	1	—	1	—
Range Control	2	1	—	—
59th Signal Battalion Liaison	2	1	—	—
Fort Greely Totals	7	4	1	2

Table A-4 United States Army Alaska distribution requirement totals				
Post	A	B	C	D
Fort Richardson total distribution requirement	190	116	52	57
Fort Wainwright total distribution requirement	230	128	89	33
Fort Greely total distribution requirement	7	4	1	2
USARAK Grand Total Distribution Requirement	427	248	142	92